

North Fork Rancheria Indian Housing Authority
57907 Old Mill Site Court
North Fork, CA 93643
(559) 877-7360

Board of Commissioners Meeting Minutes
March 11, 2020
5:00 pm

Commissioners Present

Bobby Hale
Richie Cline
Christopher Aguirre
Katrina Guitierrez
Jacquie Van Huss

Commissioners Absent

Thomas Galt
Shannon Wentworth
Elaine Fink

Staff

Paul Irwin
Debora Kerns Barba
Bernice Polkenhorn

Guests

A. **CALL TO ORDER:**

Bobby Hale called the meeting to order at 5:06 pm.

B. **ROLL CALL AND QUORUM DETERMINATION:**

Roll was called and it was determined that a quorum was present.

C. **APPROVAL OF AGENDA:**

Kristina Guitierrez motioned to approve the agenda with the addition of:

- H (7) Trespassers

Jacquie Van Huss seconded, and the motion carried 5/0/0.

D. **APPROVAL OF MINUTES 2/19/2020:**

Richie Cline motioned to approve the 2/19/20 meeting minutes, Christopher Aguirre seconded, and the motion carried 5/0/0.

E. **REPORTS:**

(1) **Director:**

i. **2017 ICDBG – Sierra Mono Museum:**

The director reported that we passed our final inspections and received our certificate of occupancy on 3/4/20. The crew is wrapping up a few remaining items and had installed truncated domes on the sidewalks at the three entrances per the ADA inspector. Fiscal is processing all remaining invoices. Currently reviewing options for an additional layer of security between the lobby and gallery with remaining balance of funds.

- ii. **2018 ICDBG – Cultural and Environmental Protection Center:**
The director reported that we received design drawings from the architects on 2/28/20 and held a design meeting on 3/10/20. Revised drawings will be issued.
- iii. **2019 IHBG Competitive Funding - Infrastructure:**
The director reported that topo survey information was finalized and the engineers will be coming up for another meeting on 3/23/20.
- iv. **32886 Road 222, North Fork, CA 93643:**
The director reported that we have been addressing the foundation and floor on the north side of the building. We have also received necessary quotes on windows and HVAC.
- v. **PG&E Programs:**
Staff reported that we have now completed 11 assessments with PG&E's Energy Savings Assistance (ESA) program contractor, and have additional appointments scheduled for tomorrow. Remaining eligible tenants will be schedule following our audit.
- vi. **Low-Income Housing Tax Credits (LIHTC):**
Our application was submitted by the consultant on 3/9/20. This was a very involved process over the past several weeks. We look forward to when the state releases the list of applications received which includes applicant's self-scoring. The director will email the list of applications to the BOC once it is published.
- vii. **FY 2019 Audit:**
The director reported that our audit is scheduled for next Wednesday. Staff has compiled all information requested and uploaded it to the auditor. Auditor has requested entry meeting on Wednesday, March 18th at 9:00am and exit meeting on Friday, March 20th at 1:00pm.
- viii. **Community Meetings:**
The director reported that the North Fork Community Development Council (NFCDC) is having their annual meeting next Monday. The director is unavailable but has prepared a powerpoint presentation of project updates to be provided by the Tribal Chair. The North Fork Lions Club had also previously requested updates at their meeting tonight, and the director has previously informed Tribal Council. The director will provide the same updates to the Lions Club as will be provided in the NFCDC presentation.

(2) **Chairperson:**

(3) **Other:**

- i. **Financials:**
Staff presented financials as of 3/1/2020, and discussed need to reallocate funds.

Jacquie Van Huss motioned to move \$10,000.00 from IHBG Maintenance to ICDBG Maintenance, Katrina Gutierrez seconded, and the motion carried 5/0/0.

Jacquie Van Huss motioned to move \$15,227.84 from acquisition of rental housing to the playground, Richie Cline seconded, and the motion carried 5/0/0.

ii. **Monthly Report:**
Tabled.

iii. **Maintenance Report:**
Tabled.

F. **NEW BUSINESS:**

(1) **Indirect Cost Account:**

Jacquie Van Huss motioned to approve to open a new checking indirect account, Christopher Aguirre seconded, and the motion carried 5/0/0.

(2) **32886 Rd. 222 - HVAC Procurement:**

- i. Ahwahnee Heating & Air Conditioning, Inc.: \$11,200
- ii. RVD Heating & Air and Son: \$14,550
- iii. Harrington Air Conditioning, Inc.: \$19,732
- iv. Steve Patrick's A/C & Refrigeration, Inc.: Declined

Jacquie Van Huss motioned to approve Ahwahnee Heating & Air Conditioning, Inc. in the amount of \$11,200, Richie Cline seconded and the motion carried 5/0/0.

G. **OLD BUSINESS:**

H. **EXECUTIVE SESSION:**

Richie Cline motioned to go into executive session at 5:40 pm, Jacquie Van Huss seconded, and the motion carried 5/0/0.

- (1) [REDACTED]
Staff reported that the tenant gave 30-day notice of moving, future tenant selection to be made from waiting list.
- (2) [REDACTED]
The director reported on the approval of emergency rental assistance.
- (3) [REDACTED]
The director presented a non-low-income housing rehabilitation scope of work. Jacquie Van Huss motioned to approve the scope of work, Katrina Gutierrez seconded, and the motion carried 5/0/0. Recommendation to review need for weatherization, the director reported that a revised scope would be presented for approval if necessary.
- (4) [REDACTED]
The director presented a low-income housing rehabilitation scope of work, consensus of the BOC to approve with exception of the addition, rear entry and stair.

(5) [REDACTED]
Katrina Gutierrez exited the room. The director presented a low-income housing rehabilitation scope of work. Jacquie Van Huss motioned to approve the scope of work excluding flooring, Christopher Aguirre seconded, and the motion carried 3/0/1. Bobby Hale abstained.

(6) **Policies:**
Katrina Gutierrez re-entered. Special meetings scheduled for 4/4/20 and 4/25/20 at 9:00am.


(7) **Trespassers:**
Commissioners reported trespassers and unauthorized household occupants at two residences. Director to issued notices.

Katrina Gutierrez motioned to come out of executive session at 7:08pm, Christopher Aguirre seconded, the motion carried 5/0/0.

I. **NEXT MEETING:**
March 25, 2020 at 5:00 pm.

J. **ADJOURNMENT:**
Jacquie Van Huss motioned to adjourn at 7:09 pm, Richie Cline seconded, and the motion carried 5/0/0.

MINUTES TRANSCRIBED BY:


Bernice Polkenhorn, NFRIHA Office Assistant

COMMISSIONER APPROVAL

At a meeting of the Board of Commissioners of the North Fork Rancheria Indian Housing Authority, called and convened on the 25th day of March 2020 at which a legal quorum was present, these minutes were approved as written by a vote of 4 for, 0 against, and 3 abstaining.


Commissioner

3/25/2020
Date


Commissioner

3/25/20
Date